

UNITED STATES GOVERNMENT

Memorandum

TO : OC Equipment Board Members

DATE: 5 November 1975

FROM : Secretary, OC Equipment Board

SUBJECT: OC Equipment Board Meeting #7-75

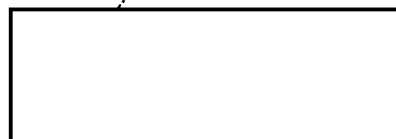
1. Meeting number 7-75 of the OC Equipment Board will be held on 11 November 1975 at 1000 hours in the D/CO Conference Room.

2. The meeting agenda will include the following:

a. Review of revised OC order for the Test Equipment Working Group (TEWG). OC-E (proposed revisions attached).

b. Review of proposal to eliminate the Standard Communications Equipment List (SCEL). OC-E (proposal attached).

c. Continued discussion on the effectiveness of the OC Equipment Board. DD/CO.



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Secretary, OC Equipment Board

Attachments: (2)

As stated

Distribution:

- 1 - DD/CO, w/atts
- 1 - C/OC-0, w/atts
- 1 - C/OC-E, w/atts
- 1 - C/OC-S, w/atts
- 1 - C/OC-CS, w/atts
- 1 - C/OC-P&B, w/atts
- 1 - Board Secretary, w/atts

(DOWNGRADED TO A/IUO WHEN ATTACHMENT REMOVED)

S E C R E T

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan
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UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Deputy Chief, OC-E

DATE: 3 November 1975

FROM : TEWG Chairman

SUBJECT: TEWG

The TEWG has consolidated its efforts to review and revise the existing OC Order 1.9.5. Attached is the suggested revised Order as of the last TEWG meeting of 30 October 1975.



TEWG Chairman

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Attachment:
As Stated

Distribution:
Orig - Addressee, w/att



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1. ORGANIZATION OFFICE OF COMMUNICATIONS ORDERS

1.9 BOARDS, COMMITTEES, AND GROUPS

*1.9.5 TEST EQUIPMENT WORKING GROUP

A. MISSION

The OC Test Equipment Working Group (TEWG) is responsible to Chief, Communications Engineering for the following:

1. Review definitive test and measurement requirements levied by OC components of DDA, DDI, DDO, and DDS&T.
2. Establish specifications for test equipment based upon requirements solicited by various OC components of DDA, DDI, DDO and DDS&T.
3. Establish and maintain an adequate test equipment evaluation program whereby the TEWG shall have the responsibility and authority to task appropriate OC components with technical/operational assessment of specific test instruments.
4. Establish the requirements and specifications for selection and evaluation of calibration equipment necessary to support approved test instruments.
5. Establish and maintain a procedure whereby the Test Instrumentation Standards Manual is reviewed and updated to reflect the latest standards.
6. Submitting to the OC Equipment Board documentation relating to:
 - a. Justification for the procurement of new test equipment.
 - b. Justification for selection of improved or extended capability replacement equipment.
 - c. Tasking non-DDA components with performing technical/operational evaluation of test equipment.
 - d. TEWG meeting proceedings.

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1. ORGANIZATION OFFICE OF COMMUNICATIONS ORDERS

*1.9.5 TEST EQUIPMENT WORKING GROUP

A. MISSION - contd

7. Establish and maintain an adequate budget to support the mission of the TEWG.
8. Establish and maintain an update approved Test Equipment Catalog.

B. ORGANIZATION

1. TEWG will consist of one prime member, and an alternate member, from OC-E/SED/FAB/ES, OC-E/SED/SYB, OC-E/ESD/TSB, OC-E/CED, OC-[REDACTED] OC-CS, OC-S/CMD/WCS, OC-E/MSB, DDS&T-OEL/CS, DDO-[REDACTED] and DDI-FBIS/ES. Members shall be appointed by the Chiefs of the respective divisions. Chief, OC-E shall appoint one of the members to be Chairman.
2. Members may be assigned by the direction of the Chairman to a sub-group of the TEWG. A sub-group may be tasked with certain obligations which relate to the overall mission of the TEWG.
3. Each member of the TEWG shall be responsible for presenting to the TEWG any measurement or test equipment requirement from their division.

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C. PROCEDURES

In order that the TEWG can meet its mission responsibilities, the following procedures will be used:

1. OC Components with a particular testing and/or measurement requirement shall refer to the Test Instrumentation Standards Manual (ETB64-5) to determine if an instrument in the manual will fulfill the need. In the event a requirement cannot be satisfied from the ETB64-5, a detailed description of the need shall be submitted through a division's TEWG representative for submission to the TEWG for review and recommendations.

*Revised: 11 November 1975

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1. ORGANIZATION OFFICE OF COMMUNICATIONS ORDERS

*1.9.5 TEST EQUIPMENT WORKING GROUP

C. PROCEDURES - contd

2. The TEWG is authorized to task appropriate components through OC-E or the Equipment Board with the responsibility of conducting market surveys, file researches, technical/operational evaluations, equipment leasing, external contractors support, etc., in an endeavor to satisfy the customer.
3. When a new item of OC equipment or a new system is being considered, purchased or evaluated, the TEWG will be informed of the measurement requirements in order to determine the test equipment that will be needed to support the operation.
4. Should highly specialized test equipment be required at a single location, it will be exempt from TEWG providing the users will coordinate the purchase of the equipment with TEWG prior to initiating procurement action. This information will enable the TEWG to compile data necessary to provide possible changes in the standards and for future planning.

*Revised: 11 November 1975

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